The New Staffing Solution
How to Apply for Federal Technician Jobs in the California National Guard

What's New?

Applying for technician positions in the California National Guard (CNG) just got easier! Candidates may apply for positions via email versus the complicated and often confusing intricacies of USA Jobs. Available jobs are now easier to find and are conveniently posted on our website: www.calguard.ca.gov/cahr/pages/jobmain.aspx. The website contains links to apply for CNG technician jobs via email to the Human Resources Office (HRO) Staffing section. The Staffing Team will receive and acknowledge receipt of applications and documents normally within two business days, also via email. Job eligibility/ineligibility notifications, as well as non-selection notifications, will also be sent electronically following the close and subsequent rating of the announcement.

Job Search

- Go to www.calguard.ca.gov/cahr/Pages/jobmain.aspx.
- Choose the type of position status type desired by clicking the link to Air or Army Technician positions.
- Learn more about the jobs by clicking on the Vacancy Announcement (VA) number.

Application Process

- To apply, place the VA number and position title in an email subject line.
- Attach an OF 612 (Optional Application for Federal Employment) or résumé in either PDF or Word format to: **NGCAHRJobstech@ng.army.mil**. This is the minimum requirement for all jobs; however, some positions may require additional documentation, such as transcripts or flight records. Read the entire announcement carefully before submitting the application.
- Ensure all required documents are available and you are able to attach them to the email. Work experience described within the body of the email **will not** be considered. Failure to submit complete information will result in non-consideration of your application.
- Applications must be received prior to midnight Pacific Standard Time (PST) of the announcement closing date. Apply for only one VA per email.
- **Do not** send applications and/or supporting documents via fax or via direct delivery to HRO (i.e. hand carried, U.S. Postal Service, FedEx, UPS, etc.). Applications and documents received in this manner **will not** be considered. The HRO may grant exceptions to the email only policy for those under extenuating circumstances (such as deployed service members, technical difficulties with email, etc.) **however; only those with written approval by an HRO Staffing Specialist may apply in this fashion.**
- You will receive confirmation that your application was received, normally within two business days, upon HRO's receipt of your application. You will receive a second email once the VA closes and after the Staffing Team rates your application. This email will indicate whether or not your application will be forwarded to the selecting official.
- Call the Staffing Team at (916) 854-3358, DSN 466-3358, or CAGNET 6-3358 during normal business hours if you have any technical difficulties applying or questions regarding the processing or the status of your application. Questions can also be emailed to NGCAHRJobstech@ng.army.mil.

Required, Optional and Supporting Documents and Forms

Each vacancy announcement is different and the mandatory and optional forms needed to apply will be annotated on the announcement. The following are examples of forms typically required for an application:

- OF 612, (Optional Application for Federal Employment) _**or**_ a current résumé
- Education Transcripts *(if applicable)*
- Miscellaneous Items (i.e., flight records, bar certification), *(if applicable)*
- SF 50/DD214 (current or former competitive employees, VEOA eligible *(if applicable)*
- **Air Force:** Copy of Records Review RIP within last 30 days
- **Army:** Copy of Personnel Qualification Record within last 30 days
- SF 181, Ethnicity and Race Identification Form *(**optional**)*

Application and Résumé Tips

- It is imperative that applicants properly complete the OF 612 or résumé in a clear, and a descriptive manner. If submitting a résumé, be sure it complies with the guidance presented in this document or contained in the OF 612 (Applying for a Federal Job).
- Compile and present your personal and professional work experience information. You may use performance appraisals, job descriptions, and letters of recognition to jog your memory on useful content. Complete your résumé with content specific to the target job reflective of your knowledge, skills, and abilities for the position and how these attributes were obtained.
- Use a chronological style and ensure that "to" and "from" dates are indicated in MM-YY format. The Staffing Team must be able to determine each applicant's experience in months.
- Ensure that all the following is included in the OF 612 or résumé:

  - Job Announcement number, title, series and grade.
  - Full name, mailing address, day and evening phone, **email address** (mandatory).
  - Education (if applicable)
  - Work Experience and the duration of that experience (National Guard and volunteer experience is acceptable)
  - Other qualifications (certificates, skills, licenses, job related training, etc.)

- Include action adverbs (i.e., administered, analyzed, developed, organized, identified, formulated, etc.) in your work experience.
- Verbiage displayed on your résumé or application **must** contain your *own* words. You may refer to position descriptions or the vacancy announcement to assist with describing work experience; however, résumés or applications received in verbatim of such documents **will not** be considered.
- The résumé should be succinct and no more than 3 to 5 pages in length.